

workbook

u.s. army europe civilian personnel directorate



National Security Personnel System (NSPS)

Army in Europe is not scheduled to participate in Spiral One, the first round of participants in NSPS, but employees returning to CONUS may enter a transition in progress.

Managers and supervisors can help ease the transition by educating employees and dispelling rumors. Encourage proactive and effective communication through staff meetings, newsletters, and other regular discussions.

Prepare to lead the transition by reviewing and sharing the four new NSPS brochures published May 2005. They are titled Employee Brochure: Communicating with your Supervisor, Manager/Supervisor: Communicating with your Staff, Senior Leader: Helping Organizations Thrive Under NSPS, and HR Practitioner: Role of the HR Practitioner and are located at <http://www.cpol.army.mil/library/general/nsps/index.html>, which also has the latest NSPS news.

For a list of Spiral One activities, log onto <http://cpol.army.mil/library/general/nsps/spiralone.html>

The Secretary of the Army has endorsed **Army's NSPS Campaign Plan**, which provides a framework to successfully implement NSPS in Army. This memo and Campaign Plan may be found at <http://cpol.army.mil/library/general/nsps/campaign-plan.html>

Are you a Civilian Soldier?

by Jeannie Davis, Director, Civilian Personnel Directorate

Recently, some of our Army leadership suggested the use of the term "Civilian Soldier" to describe all civilian employees working for the Department of Army. We have now deployed a large number of civilians to contingency operations throughout the world and that number continues to grow. Thirteen have been wounded in action in Southwest Asia, and four have made the ultimate sacrifice. Additionally, we all support the Global War on Terrorism, whether we lead teams that

repair vehicles here for return to SWA, care for family members in a child care center, or order supplies for an administrative office in the central region.

I'm interested in your thoughts on the question of the use of "Civilian Soldiers"... are we all Civilian Soldiers? Would this be a source of pride for you and your teams or do you have other views? Please email me your thoughts at jeannie.davis@us.army.mil.

Killed in Action

Barbara C. Herald
January 9, 2005

Linda Villar
June 3, 2005

Fern L. Holland
March 9, 2004

Robert J. Zangas
March 9, 2004

Wounded in Action

William T. Burnett
Scott Erwin
James M. Helms
Thomas F. Ironside
Ghassem Khosrownia
Kazimierz Kordecki
Sarah A. Latona

Gail McCabe
Donald C. Reed
Cleveland O. Rogers
Kevin R. Rohm
Gary L. Toombs
Gary York

Building Effective Organizations & Motivated Employees



Developing employees should be one of your top priorities as a supervisor.

Through Career Planning and IDPs

USAREUR has implemented a new command policy which requires supervisors to conduct career planning sessions with their U.S. civilian employees and to ensure they have individual development plans (IDPs) in place. This is the second in a series of policies designed to improve civilian leader development.

Developing employees should be one of your top priorities as a supervisor. Identifying the competencies an employee needs to perform effectively in his/her current position as well as future positions builds a well qualified workforce. Organizations that are committed to the long-term careers of their employees create a cadre of loyal, motivated, and committed employees

The performance appraisal cycle is an opportune time to conduct career planning sessions with employees. Effective performance appraisal sessions provide feedback to employees on past performance and establish goals for the upcoming year. This information can feed directly into career planning discussions.

Career planning sessions should focus on three key areas – an assessment of the employee's current competencies, the employee's short-term and long-term career goals, and the short-term and long-term goals of the organization. This ensures that the training and development activities selected meet the needs of the individual as well as the organization.

In the assessment phase you identify the employee's strengths and identify areas for improvement or development. You should include information from a variety of sources such as self-assessments, observed behavior, feedback from others, and the performance appraisal. A self-assessment is available on the Civilian Personnel Directorate website at <http://www.per.hqusareur.army.mil/cpd/> under Leader Development.

Continued on next page

Continued from page 2

Once you have assessed the current level of competencies, you need to look at the employee's career goals as well as the organizational goals and objectives. Looking first at the next one to three years, identify the projects and tasks the employee will be working on, the short-term organization objectives, and the employee's career goals. Next look ahead to the next three to five years. Discuss where the organization is heading and where the employee wants to be. Look at the employee's goals within the context of the organizational goals and identify a plan that enables the employee to sharpen professional competencies and prepare for positions of changing or greater responsibility while at the same time enabling the organization to reach its goals.

Once you have identified the gaps, you can work together to identify which competencies to develop first and the training and development activities that meet both the employee and organizational needs. It is important to strike a balance between formal training activities and development experiences. The best opportunities for growth and competency development come from learning and applying new skills in the workplace. Look for opportunities to provide rotational assignments, on-the-job training, cross-training, new tasks, projects, or responsibilities. These activities allow the organization to accomplish the mission while at the same time develop employee competencies. Learning doesn't have to cost the organization time and money.

The final step is to document the goals and objectives discussed during the career planning session, the competencies identified for improvement, and the specific development activities on an IDP. The IDP serves as a formal contract between the employee and the supervisor. It documents the employee's commitment to developing his/her competencies as well as the supervisor's commitment to support the employee in development. It is a living document that should be updated throughout the year as needs change. A sample IDP can be found on the Civilian Personnel Directorate website under Leader Development at

<http://www.per.hqusareur.army.mil/cpd/>

Organizations that are committed to learning and growing include career planning sessions as part of their business processes. These sessions ensure both the organization and the employees have the competencies needed to accomplish the mission of the organization and prepare for future assignments.



Tools You Can Use

A wealth of valuable tools and information is available on the G1, CPD website at www.per.hqusareur.army.mil/cpd

The various sections include guidance and information on the following topics:

- Awards
- Benefit & Allowances
- Career Program Manager Listing
- Civilian Sponsorship
- Contingency Guidance/Deployed Civilians
- DOCPER Information
- Leader Development
- Army Sponsored Leadership Training
- NSPS
- Overseas Rotation Policies
- On-the-job-injuries
- Classification
- Pay Information
- Recruitment & Retention Incentives



HELP KEEP THE PEACE

consider civilian
employment
downrange

The US Army Europe has job opportunities for civilians in fields such as Safety, Information Technology, Supply, Education, Security, Force Protection, and more. These are remote field positions, located in the Balkans, and the Army offers a generous compensation package that may include a relocation bonus, danger pay, or foreign post differential.



visit the human resources website at
<http://www.chra.eur.army.mil> or
<http://www.per.hqusareur.army.mil/cpd/>
to find out more information
or call DSN 370-6986
or civilian 06221-57-6986



SPONSORSHIP

makes the difference!

Civilian Sponsorship update

Good news! The new military and civilian sponsorship regulation, AE 600-8-8, dated 1 Jun 2005, is available on-line at

<https://www.aeaim.hqusareur.army.mil/library/reg/aer600-8-8.htm>

The sponsorship program is important to give newly assigned personnel and their families a good first impression of the new organization and the community.

Inside you will find an assortment of tools to assist with sponsorship duties for military members and civilian employees. Some of the highlights include: a requirement to appoint a sponsor in writing, mandatory ACS sponsorship training, and completion of the civilian sponsorship survey located at

<https://www.civilian-sponsorship-survey.hqusareur.army.mil>.

At this link you can also find welcome packets, contact information, and a sponsor checklist.

RENEWAL AGREEMENT TRAVEL



Renewal Agreement Travel (RAT) is for use between consecutive periods of continuous overseas employment. It is authorized for the purpose of appropriated and nonappropriated fund employees returning home for leave between overseas tours. You must take home leave or annual leave for the time you are in the US.

Employees serving on transportation agreements become eligible for RAT when they have completed a prescribed tour outside the CONUS and have signed a transportation agreement for another tour. Entitlement to RAT is not cumulative from one period of service to another if not used. An earned RAT entitlement cannot be denied, but the local Commander has the authority to approve the time at which leave is granted in connection with the travel. RAT ordinarily is performed between overseas tours. Travel at a later date, within a tour, may be authorized by the employing organization. However, RAT cannot be taken when there is less than 12 months remaining on the current tour. Employees may travel alone or be accompanied by their family members.

Family members may travel unaccompanied, but employees must use RAT for the

family to be authorized to travel unaccompanied. Families may depart the overseas station before employees, but may not return before the employee does. Unaccompanied dependents will not be allowed delayed use of renewal agreement travel beyond 6 months after the date the employee begins such travel.

Generally, the standard tour is 36 months and the renewal tour is 24 months. Within the 5 year period, employees may take RAT between the 30th and 48th month, which gives a travel window of 18 months. Employees must have 12 months remaining on their tour upon return from RAT.

After completing a 5 year period, employees are eligible for RAT provided they have been extended for a total of 24 months. RAT may be taken 2 months prior to the *completion* of a 24-month tour, for a travel window of 14 months.

Employees who receive a 12-month tour extension will not be eligible for RAT. If they receive a second 12-month extension, they would be eligible for RAT provided the 12-month extension is approved in time for them to be able to complete the 12-month service requirement upon return from RAT.

Army in Europe Recognizes Achievement 42nd Annual CG Incentive Awards Ceremony 2005



The USAREUR Acting Deputy Commanding General, Major General Walter Wojdakowski, presented awards to this year's winners on Tuesday, 07 June 2005. More than 60 individual, team, and unit awards were presented during the prestigious ceremony held at the Patrick Henry Village Pavilion in Heidelberg.

Each year, supervisors can nominate outstanding employees for one of 31 incentive award categories. The chain of command reviews the nominations and forwards the best in each category to the Incentive Awards Review Board. The board, comprised of senior USAREUR officers and civilians, then selects the winners.

This year's winners and the complete list of their accomplishments are listed on the civilian personnel website at <http://www.per.hqusareur.army.mil/cpd/> under "awards."

MERITORIOUS CIVILIAN SERVICE AWARD

Ms. Monique Berthon
1st Armored Division
V Corps

United States Army, Europe, and Seventh Army

David J. Fisher
27th Transportation Battalion
(Movement Control)
3rd Corps Support Command
V Corps

United States Army, Europe, and Seventh Army

Mr. John K. Martensen
Office of the Staff Judge Advocate
HQ, V Corps
United States Army, Europe, and Seventh Army

Mr. Raymond D. Nolen
Office of the G3
HQ, V Corps
United States Army, Europe, and Seventh Army

Mr. Michael P. Rogus
Office of the Staff Judge Advocate
HQ, V Corps
United States Army, Europe, and Seventh Army

Mr. Maxwell G. Selz
Office of the Staff Judge Advocate
HQ, 1st Armored Division
V Corps
United States Army, Europe, and Seventh Army

Mr. Ronald N. Tate
Office of the G1
HQ, V Corps
United States Army, Europe, and Seventh Army

SAFETY

Accident Free Driving

Mr. Peter Bauer
6966th Transportation Truck Terminal
37th Transportation Command
United States Army, Europe, and Seventh Army

Accident Free Driving

Sergeant Michael Allen
Eagle Express, 3d Platoon South of the Alps
68th Transportation Company
28th Transportation Battalion
37th Transportation Command
United States Army, Europe, and Seventh Army

Accident Prevention

Staff Sergeant Rolando Luis Correa
2/501st Aviation Regiment
4th Brigade
V Corps
United States Army, Europe, and Seventh Army

Operational Safety

Master Sergeant Bruce A. Sweeney
709th Military Police Battalion
18th Military Police Brigade
V Corps
United States Army, Europe, and Seventh Army

Promoting Off-Duty Safety and Health

Specialist Michael Gannon
Company E, 5/158th Aviation Regiment
4th Brigade
V Corps
United States Army, Europe, and Seventh Army

Prevention of DUI and Vehicle Accidents
Headquarters and Headquarters Detachment
235th Base Support Battalion
98th Area Support Group
Installation Management Agency, Europe

FORCE PROTECTION

Force Protection During a Military Exercise
Major Jonathan M. Fox
66th Military Intelligence Group

Force Protection Through Community Awareness

Mr. Curtiss L. Johnson
235th Base Support Battalion, Ansbach
98th Area Support Group
Installation Management Agency, Europe

INTELLIGENCE AND SECURITY

Intelligence Professionals of the Year

Counterintelligence and Human Intelligence
Branch Team
Office of the Deputy Chief of Staff, G2
United States Army, Europe, and Seventh Army

Security Professional of the Year

Mr. Donald B. Lawson
Office of the G2
HQ, V Corps
United States Army, Europe, and Seventh Army

Linguist of the Year

Mr. Mark W. Dorcy
Office of the Deputy Chief of Staff, G2
United States Army, Europe, and Seventh Army

INFORMATION MANAGEMENT

Professional Information Management

Public Key Infrastructure Team
Office of the Deputy Chief of Staff, G6
United States Army, Europe, and Seventh Army

Non-Information Management Professional

Lieutenant Colonel Ray A. Graham
HQ, 1st Armored Division
V Corps
United States Army, Europe, Seventh Army

SEPARATE OR RECYCLE TRASH (SORT) PROGRAM

Ms. Marsha Williams
284th Base Support Battalion, Giessen
104th Area Support Group
Installation Management Agency, Europe

ARMY IN EUROPE ENVIRONMENTAL PROGRAM

Sergeant Steve Lupcho, 181st Signal Company,
43rd Signal Battalion, 5th Signal Command
Interdisciplinary Environmental Team of
members of the 284th Base Support Battalion,
Giessen
Installation Management Agency, Europe.

US Army Corps of Engineers, Europe
Naturschutzbehörde der Stadt Giessen
Wasserschutzzamt des Landkreises Giessen

**ENERGY AND WATER CONSERVATION
MANAGEMENT**

Team of the 414th Base Support Battalion,
Hanau
104th Area Support Group
Installation Management Agency, Europe

**DIRECTORATE OF PUBLIC WORKS
Enhancement of Productivity**

Mr. Rainer Kreer
221st Base Support Battalion, Wiesbaden
26th Area Support Group
Installation Management Agency, Europe

Design/Construction of Quality-of-Life Projects

Engineering, Plans and Services Team
280th Base Support Battalion, Schweinfurt
98th Area Support Group
Installation Management Agency, Europe

Contract Inspector and Administrator

Mr. Bernhard Müller
415th Base Support Battalion
26th Area Support Group
Installation Management Agency, Europe

Blue-Collar Worker of the Year

Mr. Horst Cimander
280th Base Support Battalion, Schweinfurt
98th Area Support Group
Installation Management Agency, Europe

Customer Service

Ms. Maria J. Gordon
414th Base Support Battalion, Hanau
104th Area Support Group
Installation Management Agency, Europe

Foreman of the Year

Mr. Herbert Rink
280th Base Support Battalion, Schweinfurt
98th Area Support Group
Installation Management Agency, Europe

Administrative Support

Ms. Brunhilde Andries
284th Base Support Battalion, Giessen
104th Area Support Group
Installation Management Agency, Europe

MILITARY

HUMAN RESOURCE MANAGEMENT

Mr. Alex Palomo
22nd Area Support Group, Vicenza
Installation Management Agency, Europe

ARMY SUBSTANCE ABUSE PROGRAM

Hanau Army Substance Abuse Program Team
414th Base Support Battalion, Hanau
104th Area Support Group
Installation Management Agency, Europe

ARMY CONTINUING EDUCATION SYSTEM

Mr. David L. Byrd
233rd Base Support Battalion, Darmstadt
26th Area Support Group
Installation Management Agency, Europe

DIRECTORATE OF LOGISTICS

Central Issue Facility of the Year

Mr. Huseyin Kara
22nd Area Support Group, Vicenza
Installation Management Agency, Europe

Food Program Manager of the Year

Mr. William T. Kilmer
26th Area Support Group
Installation Management Agency, Europe

Base Operations Transportation Services

Mr. Edward C. Jones
282nd Base Support Battalion, Hohenfels
100th Area Support Group
Installation Management Agency, Europe

**USAREUR EMPLOYEE WITH A DISABILITY
AWARD**

Ms. Petra Krammel
Directorate of Logistics
98th Area Support Group
Installation Management Agency, Europe

**EQUAL EMPLOYMENT OPPORTUNITY
PROGRAM**

**Employee in Support of Equal Employment
Opportunity**

Mr. Michael J. Litak
Office of the Judge Advocate
United States Army, Europe, and Seventh Army

Equal Employment Opportunity Manager

Mr. Carlos Ramirez-Vasquez
414th Base Support Battalion, Hanau
104th Area Support Group
Installation Management Agency

Best Complaints Administration Program

Mr. David L. Smith
Ms. Alma R. Molina
293rd Base Support Battalion, Mannheim
26th Area Support Group
Installation Management Agency, Europe

**Outstanding Equal Employment Opportunity
Specialist**

Ms. Victoria Evans
411th Base Support Battalion, Heidelberg
26th Area Support Group
Installation Management Agency, Europe

**Outstanding Equal Employment Opportunity
Program**

Mr. David L. Smith
Ms. Alma R. Molina
293rd Base Support Battalion, Mannheim
26th Area Support Group
Installation Management Agency, Europe

**CIVILIAN HUMAN RESOURCE MANAGEMENT
PROGRAM**

**Leadership in Civilian Human Resource
Management**

Colonel Robert J. Rush, Jr.
26th Area Support Group
Installation Management Agency, Europe

**Civilian Human Resource Management
Technical Expertise**

Ms. Jacqueline Peremans
Office of the Deputy Chief of Staff, G1
United States Army, Europe, and Seventh Army
Duty station: BENELUX Civilian Personnel
Advisory Center

**MORALE, WELFARE, AND RECREATION
PROGRAMS**

Business Operations Program

Mr. Richard Wilson
284th Base Support Battalion, Giessen
104th Area Support Group
Installation Management Agency, Europe

Recreation Program

Mr. Joseph Cooper
221st Base Support Battalion, Wiesbaden
104th Area Support Group
Installation Management Agency, Europe

Child and Youth Services Program

Ms. Sonia Bonet-Betancourt
Installation Management Agency, Europe

ARMY COMMUNITY SERVICES PROGRAMS

Army Family Care Programs

Ms. Rita Bonamego
22nd Area Support Group, Vicenza
Installation Management Agency, Europe

Army Family Sustaining Life Programs

Army Community Services Team
222nd Base Support Battalion, Baumholder
104th Area Support Group
Installation Management Agency, Europe
Accepting for the Team: Ms. Donna K. Finney

OVERALL CONTRIBUTION TO A GARRISON

Interdisciplinary Team of Members of the
Provost Marshal's Office and the
Directorate of Public Works
284th Base Support Battalion, Giessen
Installation Management Agency, Europe

ACQUISITION EXCELLENCE

Civilian

Ms. Eileen M. Hipe
Regional Contracting Office, Würzburg
U.S. Army Contracting Command, Europe

Military

Major William Bailey
Regional Contracting Office, Vicenza
U.S. Army Contracting Command, Europe

CONTINGENCY CONTRACTING SUPPORT

Civilian

Mr. Thomas Copeland
Wiesbaden Contracting Center
U.S. Army Contracting Command, Europe

Military

Major Keith Taylor
Wiesbaden Contracting Center
U.S. Army Contracting Command, Europe

PUBLIC AFFAIRS

Contribution to USAREUR Public Affairs

Ms. Marie L. Shaw-Fievez
Landstuhl Regional Medical Center
Europe Regional Medical Command

Contribution to IMA-E Public Affairs

Mr. Sieg Heppner
293rd Base Support Battalion, Mannheim
26th Area Support Group
Installation Management Agency, Europe

FINANCIAL MANAGEMENT

Accounting and Finance

Ms. Elizabeth MacKay Boswell
Installation Management Agency, Europe

Budgeting

Ms. Nancy J. Lindsay
1st Armored Division
V Corps
United States Army, Europe, and Seventh Army

Analysis and Evaluation

*Ms. Gudrun Schuler-Heilman
415th Base Support Battalion, Kaiserslautern
26th Area Support Group
Installation Management Agency, Europe*

Cost Analysis

*Ms. Cathleen M. Yeisley
Office of the Deputy Chief of Staff, G8
United States Army, Europe, and Seventh Army*

Military in Resource Management

*Major David Clevenger
3rd Combat Support Command
V Corps
United States Army, Europe, and Seventh Army*

Resource Management Organization Award

*Program and Budget Division, Management
Accounting Branch
Office of the Deputy Chief of Staff, G8
United States Army, Europe, and Seventh Army*

Resource Management Team Award

*Program and Budget Division, CONOPS
Office of the Deputy Chief of Staff, G8
United States Army, Europe, and Seventh Army*

Manpower and Force Management Program

*Mr. John R. Ferdon
Office of the Deputy Chief of Staff, G8
United States Army, Europe, and Seventh Army*

Manpower and Force Management Organization

*Individual Augmentation Team of the
Central Tasking Branch
Office of the Deputy Chief of Staff, G3
United States Army, Europe, and Seventh Army*

Manpower Project

*Ms. Tekeyiah M. Richardson
Office of the Deputy Chief of Staff, G8
United States Army, Europe, and Seventh Army*

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM INTERN (ACTEDS) AWARD

*Mr. Albert E. Rix, II
Office of the Deputy Chief of Staff, G8
United States Army, Europe, and Seventh Army*

ADMINISTRATIVE SUPPORT

Civilian

*Ms. Michele Berkowitz
235th Base Support Battalion, Ansbach
98th Area Support Group
Installation Management Agency, Europe*

Military

*MSG Drusilla M. Smith
226th Medical Battalion Logistics (Forward)
Miesau Ammunition Depot
30th Medical Brigade*

ARMY IN EUROPE MANAGEMENT CONTROL BEST STEWARD AWARD

*Chief Warrant Officer Five William A. Hendry, III
Office of the Deputy Chief of Staff, G4
United States Army, Europe, and Seventh Army*

50-YEAR LENGTH OF SERVICE RECOGNITION

*Mr. Louis J. Kull, Jr.
22d Signal Brigade
V Corps
United States Army, Europe, and Seventh Army*

PROCESSING REQUIREMENTS FOR NEW USAREUR SENIOR LEVEL POSITIONS (GS-14 AND ABOVE)



Effective 25 February 2005, the Civilian Personnel Directorate established processing requirements for new Senior Level Positions (SLP) (GS-14 and above) within USAREUR organizations.

Department of the Army policy requires all managers and supervisors to exercise appropriate prudence in addressing human resource and budgetary needs. In the capacity as the Position Management Officer for USAREUR, the DCG/CoFS is responsible for reviewing and approving all newly established SLPs in USAREUR.

Upon submission, requesting USAREUR organizations need to provide adequate documentation in support of their newly established SLPs. Detailed requirements may be reviewed at the G1, CPD webpage <http://www.per.hqusareur.army.mil/cpd/> under Classification and Position Management and Processing Requirements for New USAREUR Senior Level Positions (GS-14 and above).

Additionally, the Civilian Personnel Operations Center (CPOC) will provide specific position management advice and guidance. CPOC officials will also assist requesting USAREUR organizations with the establishment of position descriptions and evaluation statements.



My Tour Wasn't Extended, Now What?

First and foremost, as a Department of Army civilian employee, you have been provided with a rare opportunity to serve overseas. This situation has equipped you with new perspectives and experiences, and now you are ready to rotate back to the United States.

Now you need to consider your options.

Many civilian employees recruited from the States have reemployment rights, often called "return rights", back to a position in CONUS.

Employees with reemployment rights to the same or higher graded position will be required to exercise those rights prior to the end of their tour. You are required to notify your servicing Civilian Personnel Advisory Center (CPAC) of your plans to exercise your reemployment rights immediately upon receiving written notice of non-extension, but no later than 7 months prior to your tour completion date. The CPAC will assist you in notifying the gaining activity of your plans to return and the date agreed upon by you and your current supervisor. It is recommended that you complete the request for orders form found on the Civilian Human Resources Agency-Europe (CHRA-E) website www.chra.eur.army.mil "Living and Working Overseas", under "Inprocessing Information".

If your return rights are to a lower grade, you may choose to register in the Priority Placement Program (PPP), an automated Department of Defense (DOD) referral program that was designed to place employees in CONUS upon completion of their overseas tour. If you do not have return rights you must register in PPP six months prior to your DEROS.

The overseas tours of employees may not be extended once they have accepted a job

offer through the PPP. Army Regulation 690-301 (Overseas Employment), Chapter 5-3b, states that no type of tour extension will be granted after a PPP offer is accepted. Last minute extensions contrary to this provision violate not only the Army regulation, but also the spirit and intent of the DOD PPP. Management officials must make the decision whether to extend employees, in full consideration of all relevant factors, prior to employees' registration in the PPP.

USAREUR values and appreciates civilians who choose overseas tours and strives to make the transition back to US employment a smooth process.

In the overseas area, the PPP provides the principal mechanism for placement of employees elsewhere in the DOD. There is also a substantial savings in retaining skilled employees within DOD. Therefore, it is imperative that PPP processes and procedures are properly applied in order to maintain the credibility of the program. Management officials who reverse themselves and grant tour extensions after a PPP offer has been accepted are eroding the intent of the PPP.

You also have the option of applying for positions listed through open vacancy announcements at <http://www.cpol.army.mil> or <http://www.usajobs.opm.gov>. You may begin your employment search at any time. Other options include retirement, resignation, nonappropriated fund jobs, and contract positions.

Army in Europe values and appreciates the civilians who choose an overseas tour and strives to make the transition back to employment in the U.S. a smooth process.

For more information on your options, visit the CHRA-E website at www.chra.eur.army.mil "Overseas Tours & Rotation" or contact your servicing CPAC.

Army Civilian Corps Creed

The development of an Army Civilian Creed was a collaborative effort between major Army commands (MACOMs), G-1, and G-3. The idea was to provide a level of identification and purpose for Army Civilians. The adoption of the Army Civilian Creed will assist in clearly delineating the intent and purpose of Army Civilians and their role in the Army. The Creed will further serve to support Army's vision to strengthen and integrate relationships between Soldiers and Civilians.

I am an Army Civilian, a member of the Army Team

I am dedicated to the Army, its Soldiers and Civilians

I will always support the mission

-10-

I provide stability and continuity during war and peace

I support and defend the Constitution of the United States and consider it an honor to serve the Nation and its Army

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage

I am an Army Civilian



Global Rebasing

A number of articles and news releases have been written recently concerning the rebasing initiatives in Army Europe. The planned reduction of military forces in Europe from 62,000 soldiers to 24,000 soldiers will impact the number of U.S. and local national civilians employed in the Theater as well as the basing of those civilian employees who remain in USAREUR. While many of the changes are going to occur over an extended period of time, it is important to prepare for a number of events associated with the rebasing efforts.

The Civilian Personnel Directorate (CPD) has been working on a number of new policies and guidance to help commanders and supervisors execute their civilian personnel responsibilities. These items include a Civilian Personnel Restructuring Guide and Civilian Personnel Restructuring regulation as well as a handbook regarding the Health of the Civilian Workforce. These documents will be available soon on the USAREUR G-1, CPD website.

In addition, there are a number of actions that you should take now to prepare for future reshaping initiatives, such as:

1. Ensuring employees review and update their civilian employment records.
2. Review the Commander's Checklist for Restructuring and Rebasing at www.hqusareur.army.mil to become familiar with timelines of events and actions.
3. Review applicable personnel rules on tour extensions and curtailments, reduction in force, Local National annulment contracts, Priority Placement Programs (PPP), and other rules which may impact your employees.
4. Update organizational tables and structures.
5. Ensure position descriptions of subordinates are up-to-date.
6. Review the competitive area and the competitive levels for your employees.
7. Ensure performance standards and appraisals are current.

THE FEDERAL EMPLOYEES CAREER TRANSITION HANDBOOK

This brand new handbook, aptly named The Federal Employees Career Transition Handbook, is specifically written for federal employees who find themselves confronted by career uncertainty or career transition. Some common ways the transition may come include:

- Agency job reductions
- Transfer of job to a different geographical area
- Deciding that it's the right time to look elsewhere for work
- Retirement
- Career fatigue

Available at

<http://www.fedweek.com/pub/index.php>

